

W A R N I N G

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MONTHLY TECHNICAL PROGRESS REPORT

for the period

March 1 – March 31, 2010

**Submitted
to**

**U.S. Environmental Protection Agency
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San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



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**EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9**

**Monthly Report
March 2010**

**TOAM: Elaine Chan
PM: Anne Bonham**

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on March 9.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on March 12.

The Records Center Performance Measurements Reports were submitted to the TOAM on March 9.

A report on processing Operating Industries documents submitted by CACI was submitted to TOAM, Elaine Chan on March 18.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 2,757 documents and edited 3,214 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

Librarian IVs eliminated the indexing backlogs of the following sites this month:

AMBITECH, INC
AMERICAN SMELTING & REFINING CO (ASARCO)
ASARCO TRENCH CAMP MINE
BLUE LEDGE MINE
IRON KING MINE – HUMBOLDT SMELTER
MODESTO GROUNDWATER CONTAMINATION
MUSHROOM EXPRESS
SHASTA TRINITY NATIONAL FOREST
VALLEY WOOD PRESERVING

The site assessment Librarian IV received 1.4 lft of new documents, of which 0.1 lft were federal facilities documents.

Circulation Department staff shelf-read approximately 188 lft. of site files during the month.

The site assessment Librarian IV performed quality assurance on 1 site file, shifted 4 lft of files to make room for new documents, and shelfread the entire site assessment collection (420 lft).

To ensure the accuracy and consistency of database searches, a Librarian IV completed the second quarter quality-assurance review of new personal and organizational name authority file entries.

On March 17 staff met with the TOAM, RPM Keith Olinger, Section Chief Kathi Moore, ORC Attorney Janet Magnuson, Administrative Officer Kathleen Kawakami and Budget Technician Laura Hicks to discuss indexing and scanning of OII documents from CACI files so that the project could move forward.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

46.3 lft. of documents were picked up from EPA regional offices. 8 Transfer of Records forms were processed.

17.7 lft. of documents were retrieved from the FRC. 57 lft. of documents were returned to the FRC.

35 new accessions (347.5 lft.) were sent to the FRC this month.

Staff performed physical preparation of documents (such as removing bindings, redacting, stamping, photocopying, or preparing for scanning or microfilming) for the following Administrative Records or special collections:

Tucson International Airport Area (8.74 lft.)

Staff performed quality assurance on 1.5 lft. of material returned from circulation or from microfilm/copy services.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings Report, updated March 10.
FRC Storage Report, updated March 10.
On-Site Storage Report, updated March 10.
Contracts On-Site Storage Report, March 8, 12, 19, 26, 31.

Staff checked 0.2 lft. of unindexed Abandoned Uranium Mines on Navajo Nation and Tucson International Airport Area documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 3,098 documents (71,718 pages) during March and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 2 SCAP accomplishment documents during March.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Twenty-two Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
00	0916	AEROJET GENERAL CORP (RANCHO CORDOVA)
01	0916	AEROJET GENERAL CORP (RANCHO CORDOVA)
03	0916	AEROJET GENERAL CORP (RANCHO CORDOVA)
05	0916	AEROJET GENERAL CORP (RANCHO CORDOVA)
06	0916	AEROJET GENERAL CORP (RANCHO CORDOVA)
		(6 cost pkgs total)
01	09L8	BURR BROWN
01	091N	COOPER DRUM
00	Z9B3	CRUDE PIPELINE HWY 580 (charged to non-site specific)
00	091A/09PU	LEVIATHAN MINE
01	09PM	NORTHEAST CHURCHROCK MINE SITE (2 pkgs)

OU	SSID	Site Name
01	099K	PEMACO MAYWOOD (3 pkgs)
02	09N1	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
04	09N1	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
01	098V	SAN GABRIEL VALLEY (AREAS 1-4)
05	094X	SAN GABRIEL VALLEY (AREAS 1-4) (1 pkg for 0927 charged to 098V & 094X)
01	09M1	TARP
01	09K5	VALLEY WOOD PRESERVING INC.
00	0997	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
00	09NA	ZEIBRIGHT MINE

Staff retrieved 11 cost packages/financial documents for EPA staff during March.

The Cost Package Documentation Index was updated on March 8, 12, 19, 26, 31.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 8.9 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of March, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
09ZZ	N/A	A & B TRUCKING SITE #1
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	00	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	07	AEROJET GENERAL CORP (RANCHO CORDOVA)
09QP	00	ALL METAL PROCESSING (BURBANK)
09PS	00	AMBITECH, INC
09DJ	01	AMCO CHEMICAL
09ZZ	N/A	AMERICAN SMELTING & REFINING CO (ASARCO)
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)

SSID	OU	SITE NAME
09GU	03	ANACONDA COPPER CO (YERINGTON)
09GU	04	ANACONDA COPPER CO (YERINGTON)
09GU	08	ANACONDA COPPER CO (YERINGTON)
092Q	00	ANDERSEN AIR FORCE BASE
092Q	01	ANDERSEN AIR FORCE BASE
09ZZ	N/A	ARMY NATIONAL GUARD SITE #1
09ZZ	N/A	ASARCO (SAN FRANCISCO)
09JS	00	ASARCO INC HAYDEN PLT
09JS	01	ASARCO INC HAYDEN PLT
09ZZ	N/A	ASARCO TRENCH CAMP MINE
0934	01	ATLAS ASBESTOS MINE
09TF	00	AZTEC SPECIALTY CHEMICAL
09JW	00	B.F. GOODRICH*
09JW	01	B.F. GOODRICH
09Q4	01	BARSTOW MARINE CORPS LOGISTICS BASE
092Y	00	BEAN & COMPANY
09ZZ	N/A	BERKELEY IND COURT
0961	00	BKK SANITARY LDFL
09MM	00	BLUE LEDGE MINE
09W4	01	BROWN & BRYANT INC. (ARVIN PLANT)
091F	01	BROWN & BRYANT INC. (SHAFTER FACILITY)
09L8	01	BURR BROWN
09Q3	00	CAMP PENDLETON MARINE CORPS BASE
09Q3	01	CAMP PENDLETON MARINE CORPS BASE
09R6	00	CARSON RIVER MERCURY SITE
09R6	01	CARSON RIVER MERCURY SITE
09GY	00	CASMALIA PHASE II
09GY	01	CASMALIA PHASE II
093H	01	CASMALIA RESOURCES
0935	00	COALINGA ASBESTOS MINE
0945	00	COAST WOOD PRESERVING
09H3	01	CONCORD NAVAL WEAPONS STATION
091N	01	COOPER DRUM
09ZZ	N/A	CROWLEY ENVIRONMENTAL SERV CORP
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09AG	02	DEL MONTE CORP. (OAHU PLANTATION)
0933	01	DEL NORTE PESTICIDE STORAGE
09HB	00	DENOVA ENVIRONMENTAL INC.*
09P8	00	EDWARDS AIR FORCE BASE
09P8	01	EDWARDS AIR FORCE BASE
09MG	00	EL DORADO HILLS NATURALLY OCCURRING ASBESTOS
09Q6	00	FORT ORD
094R	00	FRONTIER FERTILIZER
094R	01	FRONTIER FERTILIZER
09RK	00	GOLDOME
09X6	00	HALACO ENGINEERING CO
09X6	01	HALACO ENGINEERING CO
09B8	01	HASSAYAMPA LANDFILL
0920	01	INDIAN BEND WASH NORTH
0920	08	INDIAN BEND WASH NORTH
09G6	00	INDIAN BEND WASH SOUTH
09G6	01	INDIAN BEND WASH SOUTH

SSID	OU	SITE NAME
09G6	03	INDIAN BEND WASH SOUTH
09Y2	01	INDIAN BEND WASH SOUTH
09Y3	01	INDIAN BEND WASH SOUTH
09Y6	01	INDIAN BEND WASH SOUTH
0988	00	INTEL CORP (SANTA CLARA 3)
0988	01	INTEL CORP (SANTA CLARA 3)
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
09MX	01	IRON KING MINE - HUMBOLDT SMELTER
0917	01	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
0917	05	IRON MOUNTAIN MINE
0917	06	IRON MOUNTAIN MINE
0974	01	J.H. BAXTER & CO
0974	02	J.H. BAXTER & CO
09F6	01	JASCO CHEMICAL CORP
0939	01	JIBBOOM JUNKYARD
09ZZ	N/A	KAISER CEMENT CORP WAIANAE PLT
09LQ	00	KIRK-RICH DIALS
09FM	01	KLAU/BUENA VISTA MINE
09FM	02	KLAU/BUENA VISTA MINE
09ZZ	N/A	KOPPERS CO INC WILMINGTON
093Y	00	LAVA CAP MINE
093Y	01	LAVA CAP MINE
093Y	03	LAVA CAP MINE
091A	00	LEVIATHAN MINE
09PU	00	LEVIATHAN MINE
0989	00	LORENTZ BARREL & DRUM CO
0989	01	LORENTZ BARREL & DRUM CO
0976	00	LOUISIANA-PACIFIC CORP
098P	00	MARE ISLAND NAVAL SHIPYARD
0965	00	MATHER AIR FORCE BASE
0965	01	MATHER AIR FORCE BASE
0941	01	MCCLELLAN AIR FORCE BASE
09QN	00	MCCLELLAN AIR FORCE BASE
0904	01	MCCOLL
09BZ	00	MCFARLAND STUDY AREA
09M6	01	MEW STUDY AREA
0946	00	MGM BRAKES
09J4	00	MODESTO GROUND WATER CONTAMINATION*
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	07	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09BE	15	MOTOROLA, INC. (52ND STREET PLANT)
09ZZ	N/A	MUSHROOM EXPRESS
09QM	00	NE CHURCHROCK QUIVIRA MINES
09K7	00	NEW IDRIA MERCURY MINE
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09PM	01	NORTHEAST CHURCHROCK MINE SITE
0978	00	NORTON AIR FORCE BASE

SSID	OU	SITE NAME
09TJ	00	NUWAY DRY CLEANERS
09LG	00	OAK RIDGE HIGH ASBESTOS
0954	00	OCCIDENTAL CHEMICAL/CASA GRANDE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
092S	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09A7	01	ORDOT LANDFILL
091S	01	PEARL HARBOR NAVAL COMPLEX
099K	01	PEMACO MAYWOOD
099K	02	PEMACO MAYWOOD
09RW	00	PETER PAN CLEANERS
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
0919	06	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
09X3	01	RALPH GRAY TRUCKING
09BY	01	RIO TINTO COPPER MINE
09J7	01	RIVERBANK ARMY AMMUNITION DEPOT
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)*
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09SF	04	SAN FERNANDO VALLEY (AREA 2, EXCELLO PLATING)
09QB	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE CHROMIUM)
09N2	01	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09RA	00	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
09RA	01	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
09RA	04	SAN FERNANDO VALLEY (AREA 2, LIBRASCOPE)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
098V	01	SAN GABRIEL VALLEY (AREAS 1-4)
098V	02	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	00	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09P9	01	SCHOFIELD BARRACKS
0944	00	SELMA TREATING CO
09NJ	00	SHAHARALD MINE
09ZZ	N/A	SHASTA TRINITY NAT FOREST
09CG	00	SIERRA ARMY DEPOT
09SY	00	SKYLINE AUM WASTE PILE SITE
0942	00	SOUTH BAY ASBESTOS

SSID	OU	SITE NAME
0942	02	SOUTH BAY ASBESTOS
09D7	01	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
09QL	00	SSFL: SANTA SUSANA FIELD LABORATORY
09ZZ	N/A	STAUFFER CHEM CO ICD
0901	01	STRINGFELLOW
0901	05	STRINGFELLOW
09K2	00	SULPHUR BANK MERCURY MINE
09K2	01	SULPHUR BANK MERCURY MINE
09K2	02	SULPHUR BANK MERCURY MINE
09M1	01	TARP
09ZZ	N/A	TOLEDO DAIRY
098R	00	TREASURE ISL NAVAL STATION
098R	01	TREASURE ISL NAVAL STATION
09L9	01	TUCSON AFP 44
091C	00	TUCSON SOURCES
091C	01	TUCSON SOURCES
09ZZ	N/A	TWIN LAKES LAGOON
09ZZ	N/A	UIC ARMY NATIONAL GUARD
09R3	02	UNITED HECKATHORN CO
09K5	00	VALLEY WOOD PRESERVING INC.
09K5	01	VALLEY WOOD PRESERVING INC.
09ZZ	N/A	WAIANAE LDFL
09C1	01	WASTE DISPOSAL, INC.
09D1	00	WATKINS JOHNSON CO (STEWART DIVISION)
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
09SU	00	WEST OAKLAND LEAD REMOVAL
09R4	00	WESTERN PACIFIC RAILROAD CO.
0997	00	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)
09QC	00	YOSEMITE CREEK SEDIMENT
09K6	00	YUMA MARINE CORPS AIR STATION
09NA	00	ZEIBRIGHT MINE

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 88 requests for documents, performed 733 database searches in SDMS-C, and provided 3,697 documents for EPA staff and other requesters.

Twenty-five indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on March 3 and March 2, respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 1 FOIA requests totaling 0.5 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 2,581 non-FOIA-related pages for EPA staff and other requesters, and sent approximately 4,354 pages off-site to a copy service. In addition, staff printed 1,047 pages from SDMS-C.

At the request of case developer Monika O'Sullivan and RPM Rachelle Strickfaden, 1 document from the Halaco Engineering Co. site file and 3 documents from the Anaconda Copper Co. site file were redacted.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 27 requests for documents on CD-ROMs. 412,679 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

Staff scanned, entered into SDMS-C, copied to CD-ROM, and mailed to EPA Headquarters the RODs, ESDs, and/or ROD Amendments for the following sites:

ALAMEDA NAVAL AIR STATION
EDWARDS AIR FORCE BASE
FORT ORD
MCCLELLAN AIR FORCE BASE
TREASURE ISLAND NAVAL STATION

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of March, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during

the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
092Q	00	ANDERSEN AIR FORCE BASE
09BD	00	APRA HARBOR NAVAL COMPLEX
0934	01	ATLAS ASBESTOS MINE
09TF	00	AZTEC SPECIALTY CHEMICAL
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09L8	01	BURR BROWN
09R6	00	CARSON RIVER MERCURY SITE
093H	01	CASMALIA RESOURCES
09H3	01	CONCORD NAVAL WEAPONS STATION
091N	01	COOPER DRUM
09H4	00	CRAZY HORSE SANITARY LANDFILL
09H4	01	CRAZY HORSE SANITARY LANDFILL
09ZZ	N/A	CUSTOMS MUNITIONS SITE (COMPTON)
09ZZ	N/A	FALLON NAVAL AIR STATION
09GG	00	GENERAL ELECTRIC CO (TUCSON)
09PJ	00	HALACO ENGINEERING CO
09PJ	01	HALACO ENGINEERING CO
09X6	00	HALACO ENGINEERING CO
09X6	01	HALACO ENGINEERING CO
0920	01	INDIAN BEND WASH NORTH
0974	01	J.H. BAXTER & CO
09F6	01	JASCO CHEMICAL CORP
0989	01	LORENTZ BARREL & DRUM CO
09FQ	00	MONGMONG, GUAM
0926	01	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09ZZ	N/A	MTBE CHARNOCK
09RB	00	NAVAJO RADIOACTIVE STRUCTURES
098J	00	NAVAL AIR STATION AGANA
09QM	00	NE CHURCHROCK QUIVIRA MINES
09J5	01	NEWMARK GROUNDWATER CONTAMINATION
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09A7	00	ORDOT LANDFILL
091S	00	PEARL HARBOR NAVAL COMPLEX
099K	01	PEMACO MAYWOOD
09ZZ	N/A	PIONEER PAINT & VARNISH CO
09ZZ	N/A	RARE METALS CORP
09ZZ	N/A	RIO NUEVO PROJECT
0979	01	SACRAMENTO ARMY DEPOT
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)

SSID	OU	SITE NAME
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09ZZ	N/A	SAN YSIDRO BORDER PATROL STATION
0942	01	SOUTH BAY ASBESTOS
09D7	01	SOUTHERN CALIFORNIA EDISON (VISALIA POLEYARD)
09W9	01	STOKER CO
09M7	01	TRAVIS AIR FORCE BASE
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09RF	00	TUBA CITY ABANDONED LDFL
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

On March 24 staff met with the TOAM, RPM Lynda Deschambault and Office of Regional Counsel (ORC) attorney Stephen Berninger to conduct the kick-off meeting for the Omega Chemical Corp. administrative record. Indexing requirements and scheduling issues were resolved so that work on this project could begin.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Five work-performed compilations were created or updated during March for the following sites:

OU	SSID	Site Name
01	09JW	B.F. GOODRICH
01	091N	COOPER DRUM
01	09H5	CTS PRINTEX, INC.
01	093Y	LAVA CAP MINE
04	09N1	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 22 collections

Electronic files attached to E-mails: 39 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of March, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
09DJ	01	AMCO CHEMICAL
09GU	00	ANACONDA COPPER CO (YERINGTON)
09TF	00	AZTEC SPECIALTY CHEMICAL
09JW	01	B.F. GOODRICH
091N	01	COOPER DRUM
09H5	01	CTS PRINTEX, INC.
09TH	00	CUC PCB SITE
0988	01	INTEL CORP (SANTA CLARA 3)
09F6	04	JASCO CHEMICAL CORP
093Y	01	LAVA CAP MINE
09RX	00	MARSH CREEK RD ABANDONED DUMP SITE
09QM	00	NE CHURCHROCK QUIVIRA MINES
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
09BC	02	OMEGA CHEMICAL CORP
09RW	00	PETER PAN CLEANERS
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	04	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09M1	01	TARP
091C	00	TUCSON SOURCES
091C	01	TUCSON SOURCES
096Y	01	TUCSON WEST CAP

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on March 24.

The PM held a Managers/Supervisors meeting on March 23.

The RMS IV/Assistant Manager held meetings with special projects staff on March 9.

The RMS IV/Circulation Department Supervisor held a departmental meeting on March 9 and March 23.

The RMS IV/Head Indexer held a departmental meeting on March 2.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on March 18.

The PM purchased supplies and/or equipment during March as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of the TOAM, on March 16 an RMS V gave Marie Ortesi and Doug Mcdaniel a tour of the Records Center, explained the services provided, and trained them on the use of *Express Link*. The RMS V also provided them with copies of the indexing route slip, telephone numbers bookmark, and the orientation and *Express Link* highlights handouts.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On March 9, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III assisted EPA staff person Vera Sheykhetova with technical problems relating to editing of the R9 Maintenance Database AR's on March 16.

An RMS IV/IS III assisted EPA staff person Mark Samolis and Buu Quach with technical issue relating to staff member gaining access to database on the EPA network March 24.

An RMS IV/IS III coordinated with Bob Zucker in moving to the new Active Directory Structure. We completed migration of all User, Groups and Devices to the new structure March 4.

An RMS IV/IS III coordinated with Al Belbahri updating and administering Windows High Priority updates and PatchLink maintenance/updates for server E0909PSFEC018. The server was successfully updated March 24.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The RMS IV/Assistant Manager attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on March 18.

An RMS V attended an EPA tour of the Federal Records Center and National Archives in San Bruno on March 19.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in April.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

No activity occurred in this reporting period.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

The RMS V and RMS IV interviewed candidates for the open RMS II position. The successful candidate was Jackie Olsen, who will begin on the contract on April 12.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 35 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 5 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
2,988	46.3 lft.	168.3 lft.

Inventories

Records Surveyed	Year to Date
28.9 lft.	175.9 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
347.5 lft.	0 lft.	0 lft.	1,111.3 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
56	2	1	1	19	0	0	7	86

VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 09JW, OU 00, B.F. GOODRICH

One Librarian IV/Records Librarian performed indexing (330 documents, 1.10 linear feet) and two RMS II/Scanning Specialists performed scanning (4,529 pages) for work request #111217-1033 submitted by J Blais. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 148.6 hours were expended on this effort during the month.

SSID 09HB, OU 00, DENOVA ENVIRONMENTAL INC.

One Librarian IV/Records Librarian performed indexing (325 documents, 1.41 linear feet) and two RMS II/Scanning Specialists performed scanning (2,612 pages) in order to complete work request #90213-1710 submitted by E. Chan. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 139.1 hours were expended on this effort during the month.

SSID 09J4, OU 00, MODESTO GROUND WATER CONTAMINATION

Two Librarian IV/Records Librarians performed indexing (591 documents, 1.58 linear feet) and two RMS II/Scanning Specialists performed scanning (6,519 pages) in order to complete work request #111120-1252 submitted by E. Chan. Additionally, an RMS III/Document Processing Specialist prepared the documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 232.4 hours were expended on this effort during the month.

SSID 0959, OU 00, SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)

Two RMS II/Scanning Specialists performed scanning (9,213 pages) in order to retire older docs to the FRC. A total of 97.9 hours were expended on this effort during the month.

VII. COMPARISON OF WORK ACCOMPLISHED TO THE STATEMENT OF WORK

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on 3/09/10.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment Report were submitted to the TOAM on 3/12/10.

The Records Center Performance Measurement Reports were submitted to the TOAM on 3/09/10.

The CBI Circulation/Disclosure Reports were generated and submitted to the TOAM on 3/03/10.

The PM and RMS IV/Assistant Manager met with the TOAM on 2/18/10 to review the monthly reports and to verify the status of the Contract.

The Site Assessment Procedures Manual was updated on 2/19/10.

1.2 Close-Out of the Contract

No activity has occurred under this subtask to date.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage and Recycling/Shredding

2.1 Organizing and Indexing

15,192 documents have been indexed and quality assured in SDMS-C as of 3/31/10.

2.2 Document Pick-up, Processing, File Management, and Storage

168.3 lft. of documents have been collected from 75 Hawthorne for indexing or retiring to the FRC as of 3/31/10.

47.4 lft. of records have been retrieved from the FRC in response to EPA requests as of 3/31/10.

1,111.3 lft. of records have been organized and sent to the FRC as of 3/31/10.

The Holdings Report, FRC Storage Report, and On-Site Storage Report were updated on 3/10/10.

2.3 Scanning

14,133 documents (407,325 images) have been scanned into SDMS-C as of 3/31/10.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 18 SCAP accomplishment documents as of 3/31/10.

2.5 Financial Documentation/Cost Recovery Packaging

125 Financial Cost Documentation Packages have been processed as of 3/31/10.

2.6 Recycling and Shredding

62.6 lft. of documents have been recycled/shredded as of 3/31/10.

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

13,549 documents have been provided to EPA staff or the public as of 3/31/10.

201 site file indices/databases have been generated in response to EPA requests as of 3/31/10.

3.2 Freedom of Information Act (FOIA)

As of 3/31/10, circulation staff has provided support for 20 FOIA requests. Billing data for 50.8 hours have been submitted to EPA.

3.3 Photocopy and Redaction Service

Staff copied on-site a total of 9,315 non-FOIA-related pages for EPA and other requesters and sent approximately 5,027 pages off-site to a copy service.

28 site file documents have been redacted for release as of 3/31/10.

3.4 CD-ROM Service

348 CD-ROMs or CD-ROM sets containing 1,507,375 images have been produced and supplied to EPA staff or the public as of 3/31/10.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

11 RODs, ESDs, or ROD Amendments have been sent to EPA Headquarters as of 3/31/10.

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

15 Administrative Records (including supplements), deletion dockets, and special collections have been compiled as of 3/31/10.

The Oakland Public Library West Oakland Branch was called for information on 12/22/09 and the Repositories database was updated on 12/22/09.

4.2 Work-Performed Compilations

27 work-performed compilations have been completed as of 3/31/10.

4.3 Electronic Media and Microfilm Management

416 copies of special collections were produced in electronic format as of 3/31/10.

Task 5: Manage the Day-To-Day Operations of the Superfund Records Center

Operation and maintenance of the Records Center continued as of 3/31/10.

All-hands staff meetings and departmental staff meetings continued to be held on a monthly basis through 3/31/10.

Equipment/supplies were purchased on 3/26/10.

Task 6: Training and Orientation

EPA grantee Peter Tran was provided SDMS-C training on 1/11/10.

A tour of the Records Center for visitors was completed on 3/16/10.

Task 7: Online Operations and Internet Support

Backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage on 3/09/10.

Assistance with technical problems was provided to EPA staff persons Mark Samolis and Buu Quach on 3/24/10.

Staff posted indices, introductions, and lists of acronyms for Region 9 ARs on the Internet on 1/12/10.

Task 8: Attend Meetings and Teleconferences

Staff attended national Superfund Records Manager/SDMS-C Workgroup teleconference meetings on 1/21, 2/18, and 3/18/10.

Staff attended the NARA seminar on e-discovery held in San Francisco on 2/25/10.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS**9.1 Assist with Training End Users**

At the request of the TOAM, a Librarian IV gave 2 introductory ECMS presentations to EPA staff as of 3/31/09.

9.3 Assist with Maintaining the Organizational Chart Information in the ECMS System

At the request of the TOAM, a Librarian IV spent 2.5 hours maintaining Organization Chart information in the ECMS system as of 3/31/10.

9.7 Attend ECMS Meetings & Teleconferences

On January 19 staff attended an ECMS Records Admin Tool Advanced Features training,teleconference.